

Date: August 28, 2009
Time: 1:00 – 3:00
Locale: Bldg 13 Room 116

Members in Attendance: Ann LeDoux ; Kerri Bell, Sara Bell, Donna Misa, Jennifer Windsor-Huckins, Laura Redmond, Ted Ellis, Anissa Gawad, Leonor Cabrera, Linda Hayes, Ex Officio

Accounting Advisory Committee Meeting Agenda

1. **Introductions** – New members: Carrie Bell, Anne LeDoux, Jennifer Windsor-Huckins, Donna Misa
2. **Recap & Developments:**

The certification class that was recommended for the future has been put on hold due to budget constraints;

- a. **Certification discussion;** Professional Bookkeeping Certificate preparation – American Institute of Professional Bookkeepers (AIPB). Background – CSM offers non-transferrable classes as preparation for the CPA exam. Opportunity to offer certified bookkeeping preparation classes at Cañada?
- b. **Are we missing a niche?** Possibilities: offer a variety of accounting software – NetSuite, Oracle?
Would like to offer something here on campus; but we would have to pay for the licenses... not possible at this time.
- c. **Management Certificate** – discuss changes to management certificate. Background: Update requirements to offer additional classes – project management class, finance for non-finance majors, and include marketing? Determine time-line for students rather than forcing students into independent study to complete certificate. Curriculum will be done during the fall 2009 semester and will be in effect fall 2010.
- d. **New Accounting Brochure** – replacing old blue door.

All members were given a sample of a new accounting brochure to review and give feedback on. Sarah will take this to a graphic designer to see if she can give us any feedback; brochure includes 11 famous people who are accountants. Need to get feedback to Leonor via e-mail so we can move forward. Unfortunately, there is no funding to pay for a designer so work will have to be pro bono.

3. **Accounting Scholarship:** an accounting scholarship fund has been established and \$200.00 in funds have been added, we are on our way to awarding our first recipient. Requirements for scholarship: Accounting major having completed at least one ACTG class, grade point average 2.0, and community service.

The Accounting Department has created a scholarship fund with the San Mateo County Community College Foundation and as of this date, there is a balance of \$200. The scholarship of \$500 will be given to an accounting student who has accounting as a major,

completed a minimum of one accounting course, 2.0 GPA, and community service experience. Recommendation was to send to accounting firms, Jennifer asked for Leonor to send all the link requesting a donation link to the Foundation with some information about the newly established accounting scholarship. Also, we should include information about the Monopoly day coming up in March.

4. **Monopoly Tournament:** date to be set in March 2010. Grand prize donation tbd (Cañada Bookstore). Other prizes include: dinner for two at Paul's at the Villa, 50 minute session with Luisa Torelli, fitness trainer, Hasbro games (scrabble and monopoly) and a current board game from Gator Games & Hobbies.
 - a. Suggestions/Contacts for additional prizes?
 - b. Food donations: Ice cream from Dreyers – freezer needed. Pizza? Sandwiches?
 - c. Brochure – comments, suggestions – ideas to offset paper cost? Sponsor business card donation.
 - d. Poster ideas – design. Suggestions of local business for poster hanging.
 - e. Register for Tournament online—get process in place

March 6, 2009, 10 a.m. set up, 11 a.m. start of Tournament and end around 3 p.m. is the here at Canada College. With approval by Hasbro, we can use the Monopoly man, dog, and logo on all marketing materials. Louisa Turrella and Paul at the Villa – dinner for two.

Speederia – Pizza Shop might be able to donate food for the event or a prize for the event. All donations will go to the Accounting Scholarship fund.

The event itself is the following: Two 90 minute games; bankers will be accounting students who will handle. The winners to move to round two, will be the ones that have the most the property and cash, next round, a winner is declared with the most property and cash. Follow Monopoly rules and donated six games. Use original Monopoly items only—Hasbro also sent a Scrabble game; we need a minimum of 25 players. \$10 would be the entrance fee; Board gaming clubs, advertise everywhere; a national Monopoly tournament goes into the international tournament. The brochure suggests no one under the age of 8. The new form of marketing is tweeting and Facebook. Facebook Market Place and create an event and fan page—get directions, link to donation page, sign up for event, give all details and tell whether they are coming; Hasbro will also put it on their Monopoly Tournament page with the directions. Marketing materials will need to be created no later than December. Jennifer willing to take marketing materials to schools to market the Sylvan; accounting students will be the bankers, faculty will offer extra credit.

Need to attract a sufficient amount of people; have a game day including Bridge, \$10 to play, \$15 to join the tournament... Be part of the day's event... Game store representatives to bring new games, gamers, etc. Hasbro games could be represented at the event; offer two events per year, gaming and Monopoly. Need money to cover advertising costs, posters, four up advertising pieces; October 15 would be deadline for advertising; December sends to Hasbro for approval and then January start marketing...

\$15 – for nonstudents; \$10 – for students; badges for participants; \$5 for spectators

Invite local senior centers;

Advertising will be put on the website, spotlight, and accounting webpage giving info on the upcoming Monopoly game day. Business card - \$100; sponsors would be for food, advertising, printing, etc. put business cards on website, as well.

Leonor will talk with the coaches to see how they can help out... Ted will bring posters to DeAnza when the time gets closer to advertise the event.

Dryer's Ice Cream is willing to donate – need to talk with Pacific Dining

Possible Pizzas from Avanti in San Carlos & Menlo Park;
Have a sponsor table with vendors; need to work with everyone... Canyon Inn is another possibility to work with.

Need:

Food, posters, marketing materials, and disseminate marketing materials, etc.

Make sure all marketing states: A Community Event—Open to All Ages over 8

Sarah, as a student, would go (5th Monday no meeting) to the City of Redwood City Council Meeting under Public Speaking section to talk about the Monopoly Upcoming event in early February.

Also, sign up through FaceBook....

Jennifer will help with advertisers

Sarah/Kerri – Food

Ann –

Ted –

Donna / Leonor – manage Timeline and deliverables...

Anissa –

Dick –

Leonor

Linda -

9/15 – Leonor will touch base to put together a list for a Monopoly Tournament Sub Committee meeting...

Jennifer will work with the PTA to create an email blast throughout schools

5. *Generally Accepted Accounting Principles (GAAP) vs. International Financial Reporting.*

Background – there has been a discussion in the industry that business must be prepared to report in the International reporting and move away from GAAP. Should we look into offering International classes? International business, international finance, international management.

Publishing companies are doing webinars at this point; due to the budget crisis, we will not be offering any workshops on this topic.

6. *New Business*

Meeting adjourned at 2:50 p.m.

Date: September 14, 2012
Time: 1:00 – 2:30
Locale: Paul's Diner in San Mateo

Members in Attendance: Carri Bell, Sara Bell-Roberts, Dick Claire, Ted Ellis, Donna Misa, Maricel Bianco, Anissa Gawad, Ana Glodeck, Laura Redmond, Fleeta Rodriguez, Leonor Cabrera

Accounting Advisory Committee Meeting Agenda

1. **Introductions** – All members introduced themselves. Maricel Bianco is our new student representative.
2. **Recap & Developments:**
 - a. **Accounting Scholarship:** Two accounting scholarships were awarded in May 2012. The students were Jose Cardenas and Tristan Sheldon. Each received \$500 and are continuing with their education; Tristan to Haas School of Business, UC Berkeley, Jose plans to attend UC Santa Barbara.
 - b. **Accounting Internships:** A question asking if our committee members would support and hire an intern for their practices. It was determined that they would if the internship was not paid and the student was successful in these classes: QuickBooks, ACTG 100/ACTG 121 (ACTG 131, managerial accounting was discussed and determined unnecessary). Additionally, the committee stated that an advanced excel course should be required.
 - c. **Advanced Accounting Course:** a discussion began about the skills needed to be a successful bookkeeper in the Bay Area. It was determined that the courses currently offered on campus were not robust enough for employment. Specifically regarding Excel applications - all members were unanimous in this point. Leonor to follow up with Dean Linda Hayes about offering an advanced Excel for accountants and changing the requirements for the Bookkeeping and Accounting Certificate currently offered on campus.
 - d. **Professional Bookkeeping Certificate:** members agree that the current Bookkeeping and Accounting Certificate offered on campus do not qualify students for hire in the Bay Area due to the quality of candidates currently seeking employment. Professional Bookkeeping Certificate preparation – American Institute of Professional Bookkeepers (AIPB) will increase a student's employment qualifications. Possibilities: offering a preparation course similar to UC Santa Cruz extension. Funding may be available through new employment grants offered by the US Government. This item to be revisited in Spring 2013. Committee members mentioned that the actual testing must occur at a Prometric location and cannot be completed on campus unless the college becomes a Prometric Testing Center. This company conducts various professional tests; the CPA exam as well as the Professional Bookkeeping Exam. Leonor mentioned that the Administration might want to explore the possibility of the college becoming certified in order for students to take the test on campus.

- e. **Professional Bookkeepers Information Night:** the members were asked if they would come to campus and inform the Cañada College community about Professional Bookkeepers. As the certification is not well known – current accounting students will discover how certification will prepare them for employment and learn about the certification program and requirements. Time Frame: Fall 2013.
3. **Monopoly Tournament:** October 27, 2012 at the Canada College Grove from 10:00 to 3:00.
- a. Leonor has completed the paperwork for the event and is awaiting approval.
 - b. The poster will be revised for Printing. Robert Hood, the Marketing Manager will add to the student calendar.
 - c. Donations for silent auction: Handmade Quilt, framed photograph from Gail Kamei, and others to be determined.
 - d. Donations for Prizes: Amazon Kindle – Leonor Cabrera, Dinner for Two – Paul’s Diner, Gift Certificates – Borders, Staples and In and Out Burger, Gator Games. Hasbro has sent 3 games as prizes.
 - e. Speederia – Pizza Shop might be able to donate food for the event or a prize for the event – Carrie Bell & Sarah Bell-Roberts.
 - f. Additional prizes and donations for silent auction – members agreed to ask clients, friends, and family.
 - g. Register for Tournament – Leonor to put process in place.

The event itself is the following: Two 90 minute games; bankers will be accounting students who will handle. The winners to move to round two, they will be the players who have accumulated the most the property and cash, next round, a winner is declared. Monopoly rules to be followed and use original Monopoly items only—we need a minimum of 25 players. \$10 for students and seniors and the general public would be charged \$15.

Lunch and the meeting were adjourned at 2:30.

Accounting Advisory Committee Meeting – June 6, 2014.
Located at Paul's Diner in San Mateo – meeting began at noon.

Agenda Items:

- Announcements regarding scholarship recipients - information
- Curriculum news - action
- Monopoly Tournament fundraiser – information, discussion and action

Members Present: Cesar Aguilar, Anissa Gawad, Esmeralda Gutierrez, Paul Naas, Sarah Roberts, Fleeta Rodriguez and Leonor Cabrera.

Members absent: Carrie Bell, Dick Claire, CJ Halsey, Linda Hayes, Donna Misa, and Chantal Sosa

Meeting Minutes:

- Accounting Scholarship Development Program Winners; Ana Medina – attending the conference in Denver CO, and Cesar Aguilar attending the conference in Washington DC.
- Cañada Accounting Scholarship Winners: Miles Casella and Chantal Sosa.
- Curriculum news: ACTG 250 Preparation course for AIPB (American Institute of Professional Bookkeepers) was approved by the Curriculum committee. Payroll Specialist Certificate was discussed by committee and approved with the caveat that employers in the area require more HR knowledge from bookkeepers. Specifically 401K knowledge, Cafeteria Plans and flexible spending plans. After a vote all members agreed and Leonor will investigate possible curriculum for a 1-unit class. Additionally the committee agreed that the Accounting department should offer a practicum class where students are given actual primary source data to prepare them for employment. Leonor mentioned that any new curriculum may encounter enrollment issues and the time-line for new curriculum exceeds more than one year. All members agreed that the HR knowledge and practicum was necessary and should be attempted.
- Additional curriculum suggestions for career employment: SAAS (Software as a Service), Salesforce.com, WASP inventory, QuickBooks online, Advanced QuickBooks, Bill.com, Advanced Excel, and 10-key by touch.
- Monopoly Tournament: 5-year anniversary. All members agree that t-shirts should be offered stating this is our “5-year” anniversary. Sarah will speak to Jodie (Monopoly Poster designer) about t-shirts. All members voted that date must be static, first Saturday in November and the location should be The Grove. Leonor to file paperwork with Cañada College and Paul Naas to work on banner for Campus gateway. Promotion/Posters will be available during the summer – all promotional material must be sent to Hasbro and be approved prior to printing. Sponsors will be added by name or logo to the back of the t-shirts.
- Monopoly Grand Prize will be an Apple Mini iPad – Leonor to donate.
- Carrie Bell and Speederia Pizza will provide lunch for Monopoly players.
- Raffle of Monopoly game and t-shirt with free registration will be held at Artistry in Fashion and Art & Olive fundraising events.
- Social media to be relied on heavily this year: Facebook, twitter feed, prior players email list and Fish Book.
- Members will be seeking additional sponsors by asking employers, friends, and local business owners.
- Leonor will be point of contact and will be sending out a calendar with due dates.

Meeting adjourned at 1:45 p.m.